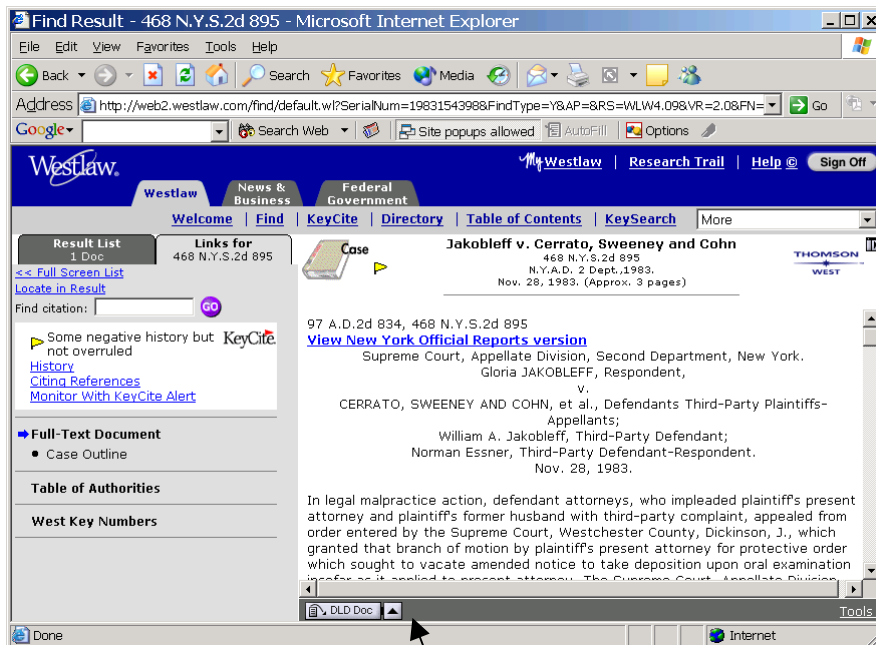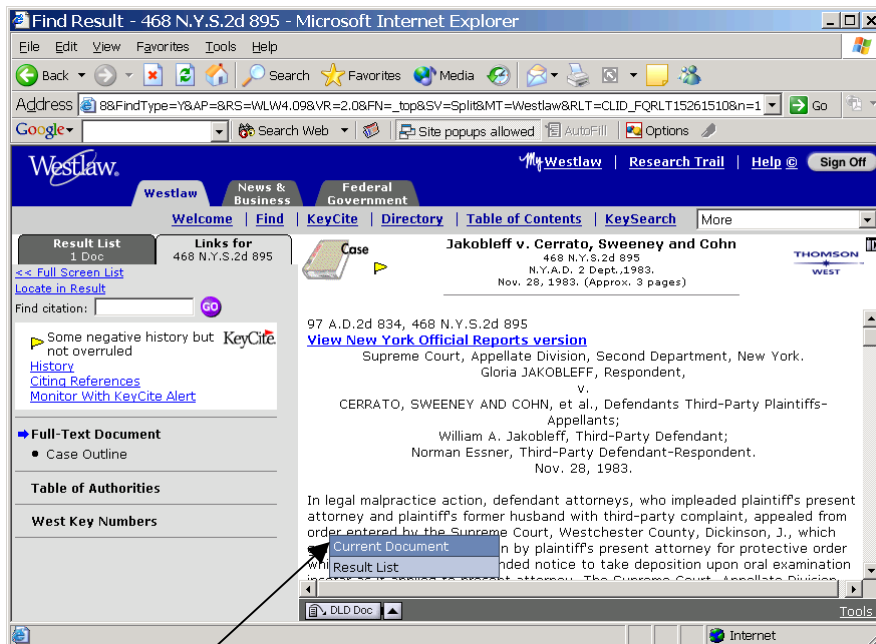# Working with E-Research Results in Westlaw

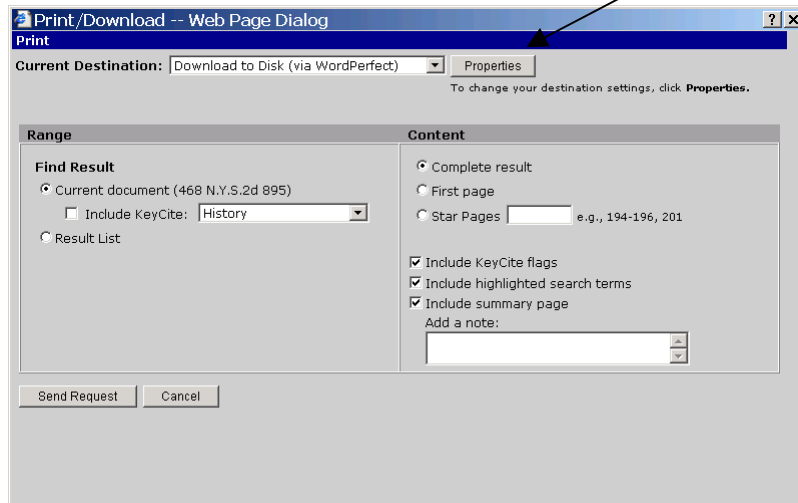Find the case/statute/article you want in Westlaw.com

Let your cursor pass over the UP ARROW near DLD Doc (or PRINT DOC)


Select Current Document

In the dialog that appears, click on Current Destination Properties (The steps on this page only have to be done once and the Properties are set for the rest of your research career.)
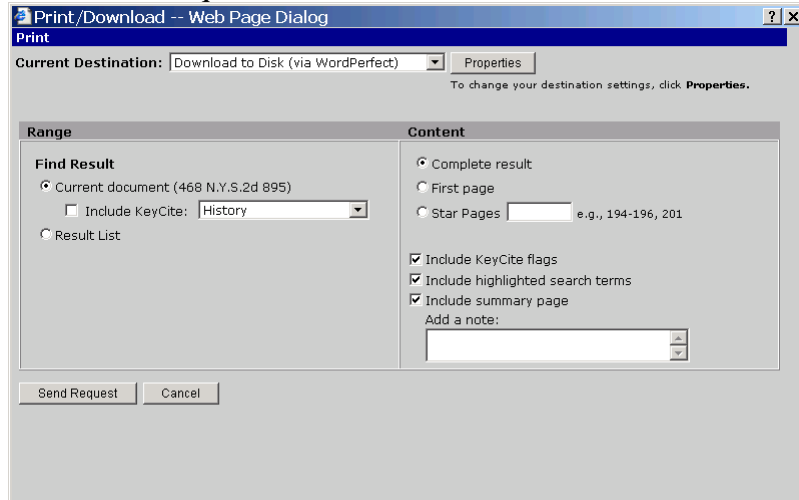

In the dialog that appears, select
1. The name of your word processor (Word Perfect if you work for the courts and MS Word if you work anywhere else in the entire world)
2. Single Column
3. Save these selections as my default destinations

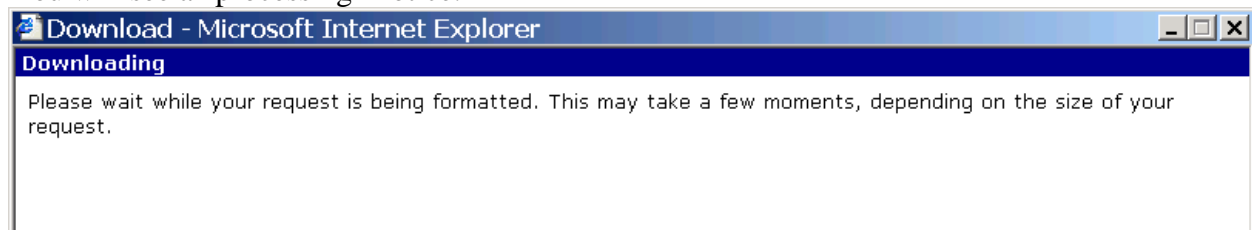(These three steps are set as your future preferences – you won't have to change them again.)
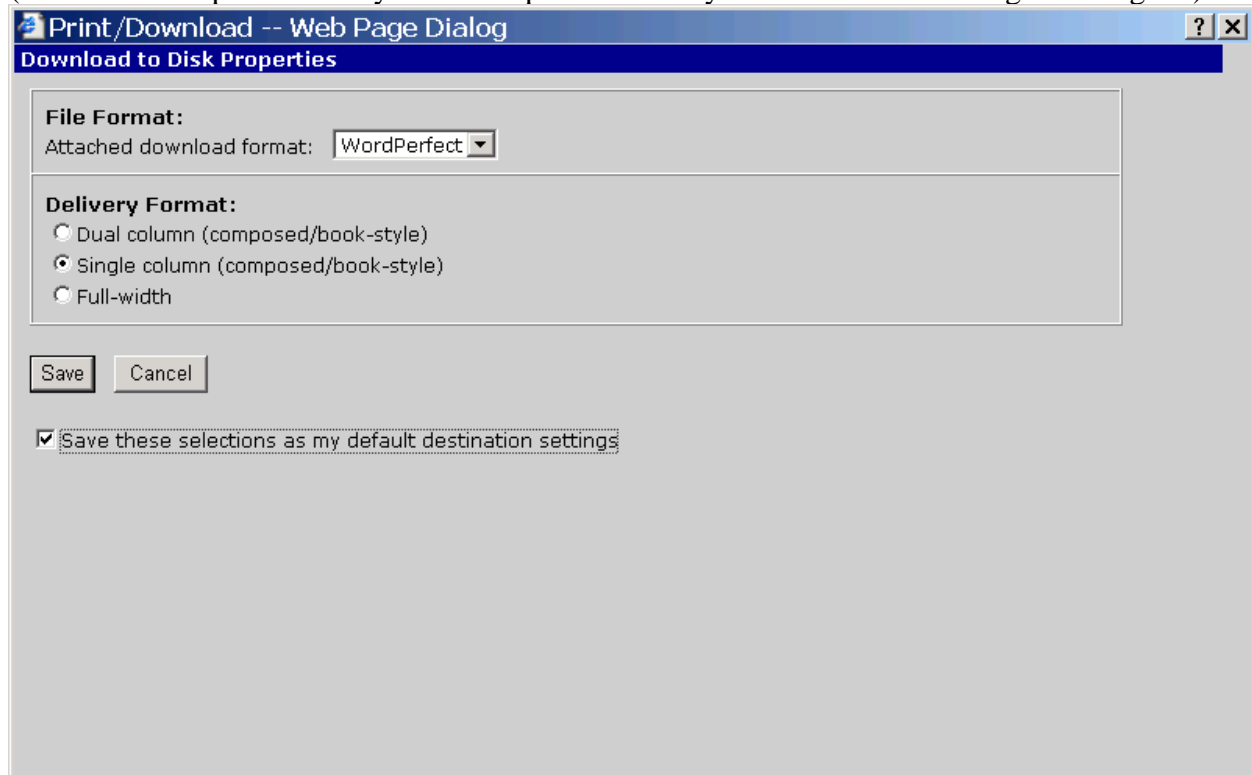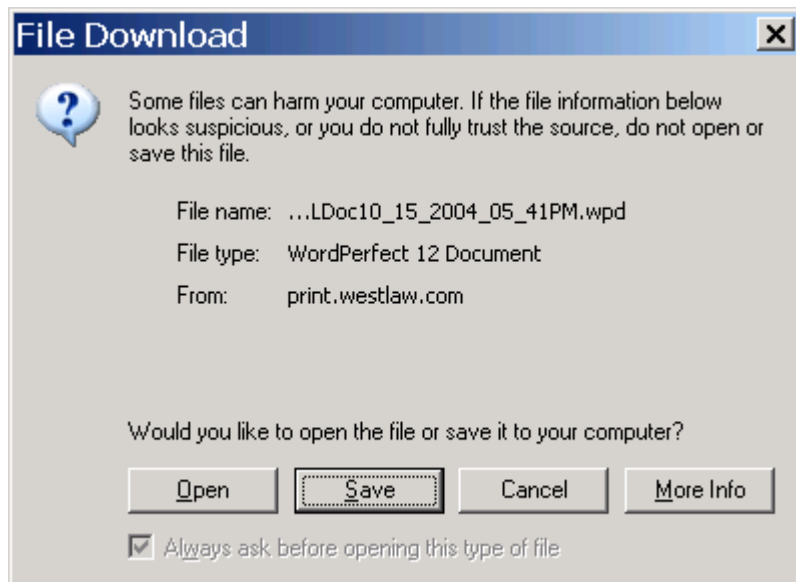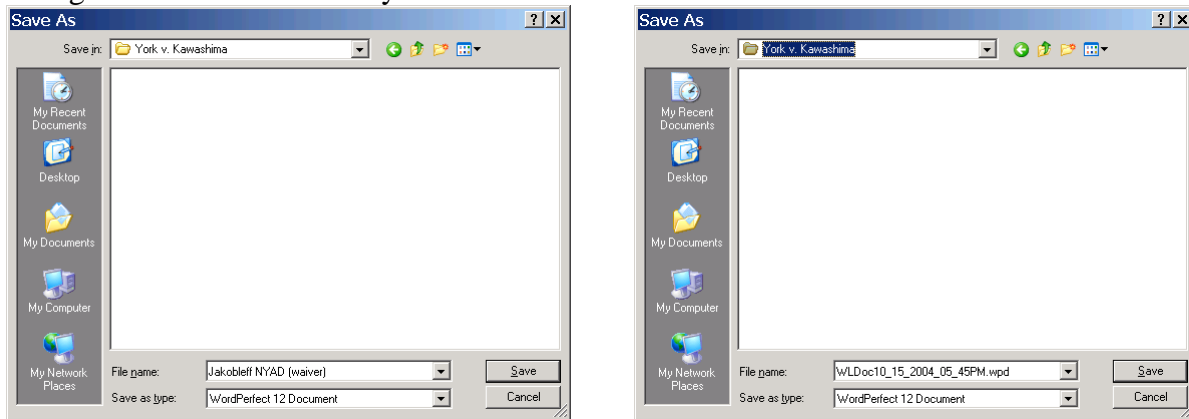

Click Save

Click Send Request

You will see a "processing" notice:

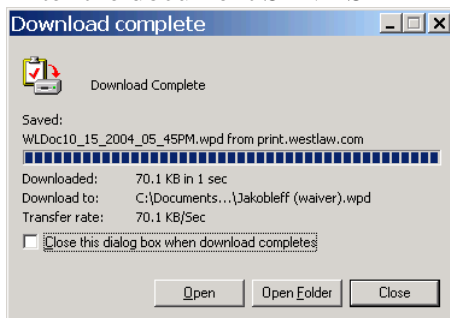Then in the File Download box, click SAVE

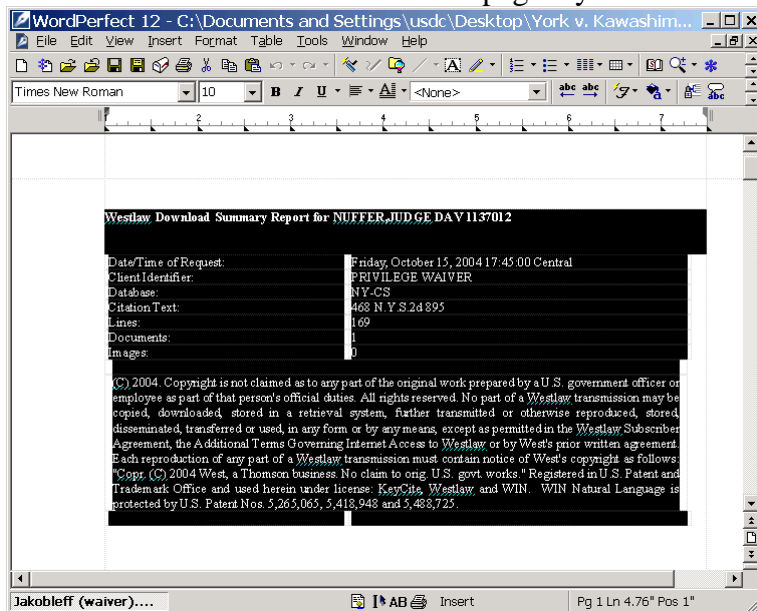Navigate to the folder where you want to save the document:

Name it something sensible! The Westlaw proposed name is NOT helpful.
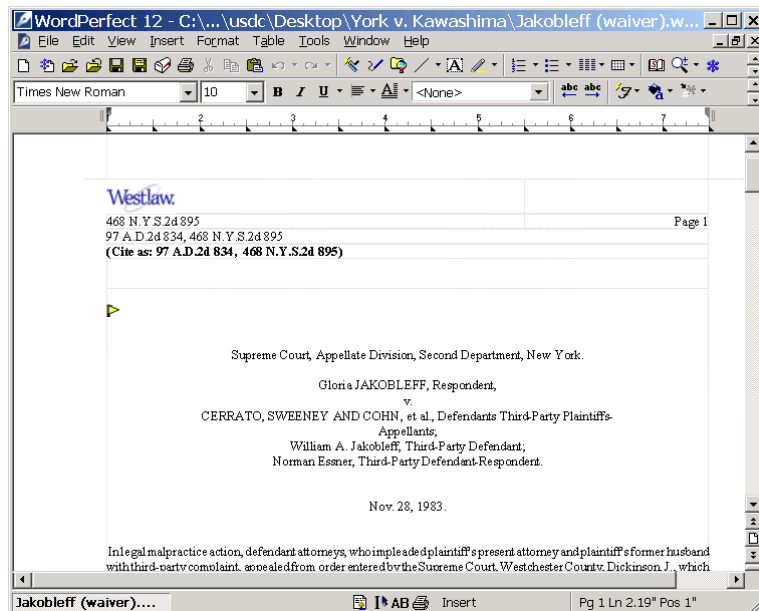
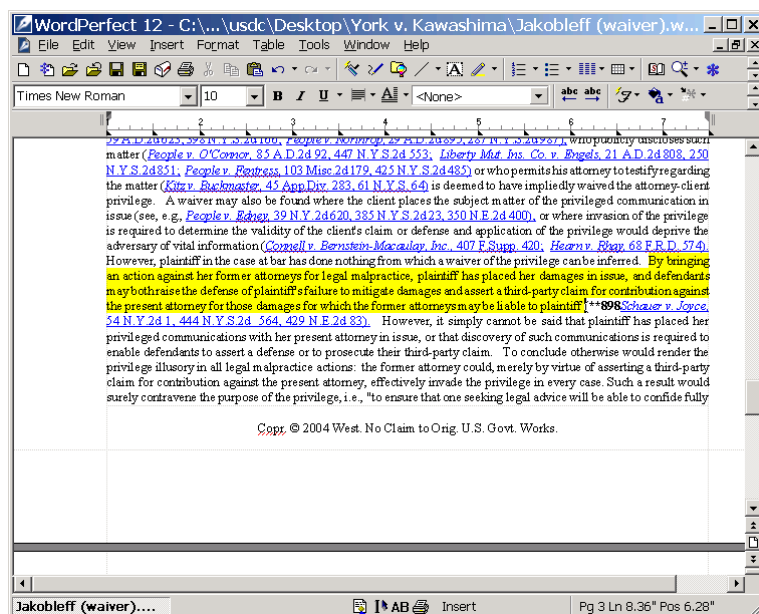After the document SAVES

Click OPEN

Select all the data on the first header page – you don't need it.

When the actual document is on the first page, CONTROL S to save again.

Now, as you work through the document (notice how nice it is to read in one column format) you can highlight as you go, and this is in your permanent record.

In Word Perfect, the Highlight command is ALT –T   ALT-H   ALT-O

In Word, choose VIEW TOOLBARS REVIEWING TOOLBAR and use the highlighter tool: